



Memorandum

Date: November 2, 2017

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – November 2, 2017

Schedule

- Just a reminder that Senator Devlin and Representative Parrish are scheduled to attend your November 6th work session next Monday. That agenda also includes a 3rd Quarter update of the 2017 Council Goals.
- Your November 13th pre-meeting work session will start at 5:00 p.m. rather than 5:30. There will be a Boy Scout troop at the meeting that night and the early start allows for you to still have an hour long work session and a half hour of mixing time (and pictures) with the troop before the 6:30 Council meeting.

Information Items

- West Linn GO Bond Renewal. The citizen members of the Budget Committee held its first meeting this week and received a briefing on the community survey results. They have asked for additional information which staff is preparing to help them with their deliberations. The next meeting is November 14th at 5 p.m. in the Council Chambers. They are aiming to be finished by Thanksgiving.
- West Linn Paper Co. Closure. We are continuing to gather information about what is the status of the mill moving forward and what this event means for the City's waterfront planning effort. We are pleased to hear that mill employees are finding opportunities for re-employment elsewhere and we will accommodate a job fair at the Library next week. As we learn more we'll continue to report it as we can.
- ICMA Resources on Council-Manager Plan. A training session is tentatively scheduled for November 30th from 1-5 p.m. Location TBD. The Mayor and City Manager of McMinnville have graciously agreed to come over and discuss the history of this form of government and how it has enabled McMinnville to enjoy a long history of stability in city government there.
- Friends of the Library Bookstore. This week I forwarded an e-mail from the Library Director with pictures of the move in progress. There is much excitement about this move. Looking forward to a Grand Re-Opening celebration.
- High School Parking Status. The Youth Advisory Commission continues to work on this issue as was hoped by the Council. The students are working on a survey to administer at the high school

regarding this matter. Also, Public Works is working on a submittal to ODOT to gain approval to allow parking on the Broadway overpass of I-205.

- Personnel Updates. This week a press release was issued announcing the retirement of Police Chief Terry Timeus which was effective this week. In the coming month, I will move forward with an external recruitment for a new Police Chief. We are also recruiting for a Community Service Officer who will work alongside Peggy Jones who plans to retire in 2018. In Community Development, interviews were conducted this week for a new entry-level building official. I'm told we ended up with a great pool of finalists. We are also recruiting for a Network and Computer Systems Administrator. Until this position is filled, we will be a bit short staffed in the Information Technology Department.

That's it for this week.

Respectfully,

Eileen